

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT II –

SALARY GROUP: B15

DEPARTMENT: Private Facility Contract Monitoring/Oversight Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Oscar Mendoza DATE: 12/01/2014

POSITION #: 034019

I. JOB SUMMARY

Performs routine accounting work. Work involves maintaining, preparing, posting, and balancing accounting and financial statements, records, documents, and reports. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Audits accounting and financial documents for accuracy and conformance to established standards and procedures; and researches reconciliation discrepancies and reports findings.
 - B. Prepares and processes payment vouchers; and classifies, codes, posts, and balances financial and accounting documents and records.
 - C. Serves as a consultant on accounting matters to administrative, supervisory, and technical staff; and recommends improvements, adaptations, and revisions to the accounting system and accompanying procedures.
 - D. Provides technical assistance to staff in performing accounting transactions, preparing accounting documents and operations reports, and auditing accounting records and procedures.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Finance, Business Administration, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning accounts payable experience in a financial operation.
3. Experience in automated processing of purchasing documents preferred.

B. Knowledge and Skills

1. Knowledge of automated financial information systems.
2. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Knowledge of agency and departmental accounting system procedures preferred.
6. Knowledge of state governmental accounting requirements and rules preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in problem-solving techniques.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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Page 3 of 3

12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
13. Skill to prepare and maintain complex records and files in an automated system.
14. Skill to analyze, consolidate, and interpret financial data.
15. Skill to research and resolve discrepancies and inquiries.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.